

**BY ORDER OF THE SECRETARY OF THE  
AIR FORCE**

**AIR FORCE INSTRUCTION 11-101**

**8 MARCH 1994**



**AIR FORCE MATERIEL COMMAND  
Supplement 1**

**26 SEPTEMBER 1994**

***Flying Operations***

**MANAGEMENT REPORTS ON THE FLYING  
HOUR PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the SAF/AAD WWW site at: <http://afpubs.hq.af.mil>. If you lack access, contact your Publishing Distribution Office (PDO).

---

OPR: HQ USAF/XOOT  
(Lt Col Terry L. Simpson)  
Supersedes AFR 27-7, 16 October 1989.

Certified by: HQ USAF/XOO  
(Maj Gen Edwin E. Tenoso)  
Pages: 6  
Distribution: F

---

This instruction implements AFR 11-1, *Flying Hour Program*. It requires major command (MAJCOM) and field operating agency (FOA) flying hour program managers to submit flying hour program reports to HQ USAF. It explains how to prepare and when to submit reports. This instruction does not apply to AFRES or ANG units. MAJCOM/FOAs planning to issue supplements to this instruction must submit drafts of the supplement to HQ USAF/XOOT for approval prior to printing and distribution. During MINIMIZE reports are required (alternate delivery methods may be used). These reports are designated emergency status code C-2. Continue reporting during emergency conditions, precedence normal. Address comments or questions on these procedures to HQ USAF/XOOT, 1480 AF Pentagon, Washington DC 20330-1480.

---

**(AFMC)** This supplement implements AFR 11-1, *Flying Hour Program* and AFI 11-101, *Management Reports on the Flying Hour Program*. It expands on the guidance provided in the Air Force instruction, and applies to all AFMC Flying Units. This supplement does not apply to US Air Force Reserve and National Guard units or members.

***SUMMARY OF REVISIONS***

This instruction aligns with AFR 11-1 and supersedes AFR 27-7. It also establishes requirements for validating Reliability and Maintainability Information System (REMIS) database information.

**(AFMC)** This supplement supersedes AFR 27-7/AFMC Sup 1, 11 June 1992 and AFR 27-7/AFSC Sup 1, 28 June 1991 and provides guidance to flying units on flying hour reports and format.

AFI 11-101, 8 March 1994, is supplemented as follows:

**1. Flying Hour Update Report (RCS: HAF-XOO[SA]9408).** This report is used by MAJCOM/FOA flying hour program managers to request realignments to the flying hour program.

1.1. The information submitted by MAJCOM/FOA program managers is used to update the USAF Program, Aerospace Vehicles and Flying Hour documents (referred to as the PA series or PA documents) which project the congressionally approved flying hours for all Air Force operations and is the basis for developing support requirements and costs.

**1.1.1. (Added-AFMC)** Submitting field command flying hour updates for the Flying Hour Update Report (RSC: HAF-XOO[SA]9408).

1.2. MAJCOM/FOA program managers will submit flying hour update reports to HQ USAF/XOOT semiannually not later than 15 February and 15 July via both floppy disc and hard copy. See [Attachment 1](#) for format.

**1.2.1. (Added-AFMC)** The AFMC microcomputer program, Program Flying System (H185/HF), projects the flying hours for organizations assigned AFMC test, test support, contractor test, and governmental-furnished property (GFP) aircraft and is the basis for developing flying hour requirements for submittal to HQ USAF.

**1.2.1.1. (Added-AFMC)** When to Submit. HQ AFMC/DOO distributes the H185/HF program disk twice annually to AFFTC and AFDTC (31 January and 30 June) or as directed by HQ USAF/XOOT. All other field units will receive a written report. Field commands will update the program disk/report for subsequent fiscal quarters and return to HQ AFMC/DOO within seven work days of receipt. If adjustments are not required, return the program disk/report as specified above.

**1.2.1.2. (Added-AFMC)** Format. Refer to Volume 2 of the *HQ AFMC Programmed Flying System End User Manual* for instructions on H185/HF system use.

**1.2.1.3. (Added-AFMC)** Special Instructions:

- Base flying hour requirements on current and forecast test, test support, and other mission-related requirements to include flying hours necessary to maintain aircrew mission proficiency.
- Note: Adjust requirements to account for programmed depot maintenance (PDM) inspections, modification schedules, aircraft availability, and previously demonstrated usage rates. Flying hour programs based on other than these requirements, such as adjustments to increase manpower authorizations, are not acceptable.
- Use the most current flying hour information available for recommended changes.
- Report reasons for underfly and overfly which deviate by more than 20 percent from the quarterly basic mission and design (M/D) program (example: A37, C135, C141, F015, F016, etc.) in the "Deviations/Comments" section of the H185/HF program disk/report.

1.3. Use the most current HQ USAF flying hour program PA document information as the baseline for proposed changes.

1.4. Do not include program change requests in the flying hour update. Use flying levels contained in current PA documents for the report.

1.5. MAJCOM/FOA flying hour program managers will update average sortie duration (ASD) information (which is used to support logistical requirements) when ASDs are projected to change. ASD updates are not required for "E" coded aircraft assigned to Air Force Materiel Command (AFMC). Adjusting a unit's ASD only affects the sortie computer model thereby changing its spare support level requirements. It does not affect the unit's flying hour authorization.

1.6. MAJCOM/FOA program managers will ensure flying hour updates include changes to the program covered in the budget year (next FY) and out years.

1.7. Negative reports are required.

1.8. Flying hour updates will reflect how the program will be flown during the upcoming budget year. This forms the baseline for submittal of MAJCOM/FOA financial plans.

1.9. MAJCOM/FOA program managers will refine out-year programs to ensure that the programming process provides proper support for spares and other related support resources. Adjustments to the budget year program should be relatively small.

1.10. Flying hour updates are based on mission requirements or sortie generation capability, whichever is lower. Reports must consider logistical, manpower and financial factors in determining projected flying hour realignments.

1.11. Changes in flying hour allocations are done on a zero dollar balance transfer (ZBT) basis. When the requested dollar value for hours exceeds those in the PA documents, cost offsets must be provided from within the MAJCOM/FOAs flying hour program or operations and maintenance (O&M) resources.

**2. Quarterly Flying Hour Execution Report (RCS: HAF-XOO[Q]9409).** This report is used to manage the execution year flying hour program, ensure the program is executed within fiscal constraints, and to validate REMIS data.

**2. (AFMC) Quarterly Flying Hour Execution Report (RCS:HAF-XOO [Q] 9409).** AFMC field units flying in program element code (PEC) 72207F, 32015F, and 41314F are required to submit quarterly execution reports. A quarterly execution report is not required for aircraft flying in PEC 65807F.

2.1. Submit Quarterly Flying Hour Execution Reports no later than **35 calendar days** following the end of each fiscal quarter.

**2.1. (AFMC) Submit Reports.** Via message to HQ AFMC/DOO no later than 10 work days after the end of each fiscal quarter. Utilize format shown in AFI 11-101/attachment 2.

2.2. Send report to HQ USAF/XOOT and SAF/FMBOM with an information copy to HQ Air Force Materiel Command, Infrastructure Planning Division (HQ AFMC/XPX). For format see [Attachment 2](#).

2.2.1. Quarterly Execution Reports are not required for "E" coded aircraft flying in program element code (PEC) 65807f.

2.3. In Part I show a complete breakout of the flying hour program by budget activity code (BAC); PEC; mission design series (MDS); PA program; funded program; first, second, and third quarter programs (or actual hours flown); cumulative adjustments; and a derived fourth quarter program (actual hours).

- Validate actual hours flown against REMIS and resolve any discrepancies between the two.

- Revalidate prior quarters with REMIS to account for late data.
- Treat each BAC as a separate allocation. After the last PEC/MDS listing show that BAC total. At the end show a grand total of all BAC data.
- Make all adjustments against the programmed fourth quarter hours. Proper program execution is accomplished by observing fourth quarter values and ensuring that units only fly that amount. Derive fourth quarter numbers by subtracting the first, second, and third quarter values from the annual program and then applying the net adjustment to that figure. A negative value in the fourth quarter indicates that a MAJCOM is overflying their program without off-sets.
- MAJCOM/FOAs with aircraft supported by mixed funding will include a category breakout by O&M and reimbursable hours.

2.4. In Part II summarize all adjustments to the applicable quarters report. See [Attachment 2](#) for format.

2.5. In Part III summarize contingency hours (if applicable) broken out by MDS, PEC, and contingency supported.

2.6. All data should be rounded to the nearest whole number.

**2.7. (Added-AFMC)** Quarterly Flying Hour Utilization Report. All AFMC flying units will submit a quarterly flying hour utilization report on all possessed aircraft to HQ AFMC/DOO no later than 15 days after the end of each fiscal quarter. (RCS:HAF-XOO[Q]9409) Quarterly Flying Hour Execution Report applies.

**2.7.1. (Added-AFMC)** The quarterly report will be broken down monthly and show flying hours under each mission symbol. Use the following example format:

|       |    |     |     |     |    |     | T1/2 | Total |
|-------|----|-----|-----|-----|----|-----|------|-------|
| MDS   | 03 | 04  | 05  | 06  | 07 | 08  | Time | Time  |
| F-16D | .3 | 9.4 | 2.1 | 3.4 | .4 | 1.0 | 3.0  | 19.6  |

**2.7.2. (Added-AFMC)** All hours flown in aircraft possessed by AFMC and reported to HQ AFMC via the Quarterly Flying Hour Execution Report or Quarterly Flying Hour Utilization Report, must be entered into the core auto-mated maintenance system/reliability and maintainability information system (CAMS/REMIS). The DFO will establish a process to validate flying hours entered into CAMS/REMIS.

**2.7.3. (Added-AFMC)** Field units/contractors that do not have access to CAMS/REMIS will report flying hours and sorties monthly via message to HQ AFMC/DOO no later than the 15th of the month. Use the following format:

| Mission |        | Flying |         |          |        |
|---------|--------|--------|---------|----------|--------|
| MDS     | Symbol | Time   | Sorties | Landings | PEC    |
| E-8A    | 040E   | 10.5   | 6       | 12       | 65807F |

**3. Out-of-Cycle Program Adjustments.** MAJCOM/ FOAs submit Out-of-Cycle Program adjustments when they desire to adjust their flying hour program based on:

- AFPD 11-1 and AFPD 11-2, *Flight Rules and Procedures*.
- When conditions prevent flying the entire flying hour program.
- A requirement for additional flying hours exists.
- End-of-year flying hour turn-in.

**3. (AFMC) Out-of-Cycle Program Adjustments.** Submit out-of-cycle adjustment (i.e., additional flying hour requests or end of year flying hour turn in) request to HQ AFMC/DOO via message with information required by paragraph 3.1 of the basic instruction.

3.1. Submit to HQ USAF/XOOT and SAF/FMBOM, with an information copy to HQ AFMC/XPX. The request must include BAC, PEC, MDS, hourly adjustment, associated O&M costs, and impact statement rationale. Associated O&M costs will include AVPOL, system support, general support, replenishment spares (depot level repairables), and depot maintenance.

3.2. Telephonically advise HQ USAF/XOOT not later than 1 September of intent to turn-in flying hours. Submit written request not later than 10 September.

**3.2. (AFMC)** Intent to turn in end-of-year flying hours will be submitted to HQ AFMC/DOO via message not later than 1 September.

**4. Hours/Crew/Month (HCM) Requirement Report (RCS: HAF-XOO [A] 9410).** MAJCOMs will submit an HCM Requirement Report (as applicable) annually to arrive at HQ USAF/XOOT not later than 15 April.

4.1. Organizations possessing the following CC, CA, and IF coded aircraft (B-1, B-2, B-52, A-10, F-15, F-15E, F-16, F-111, EF-111, F-117, KC-10, KC-135, C-5, C-17, C-141, and C-130) must submit an unconstrained RPI-1 HCM requirement in hours per month. Project HCM requirement for the budget year and the next 5 fiscal years. Include methodology used in determining HCM.

4.2. Do not consider any fiscal, logistical, or manpower limitations when computing requirements. Data will ultimately be passed to OSD as a comparison of MAJCOM requirement versus MAJCOM program.

BUSTER C. GLOSSON, Lt General, USAF  
DCS/Plans and Operations

## Attachment 1

## FLYING HOUR UPDATE REPORT FORMAT (RCS: HAF-XOO[SA]9408)

Prepare report as follows:

| Position | Instruction (Submit all entries using lower case characters only.)   |
|----------|--|
| 1-3      | Enter MAJCOM identifier (example: paf)   |
| 4-10     | Enter appropriate Mission Design Series (example: f016c)   |
| 11-14    | Enter configuration ID (example: fk)   |
| 15-19    | Enter Program Element Code (PEC) (example: 27133)  |
| 20-21    | Enter Assignment Code (example: cc)  |
| 22       | Enter PA Group Identifier (example: h)   |
| 23       | Leave Blank  |
| 24-26    | Enter Beginning Fiscal Quarter (example: 921)  |
| 27       | Leave Blank  |
| 28-43    | Enter Quarterly Flying Hour Rate (example: 68, 69, 69, 69 or 69x4; Entries must be integers not more than three characters. Use stipulated hours to account for any hours not accounted for by the rate) |
| 44       | Leave Blank  |
| 45-67    | Enter Stipulated Hours (Separate fiscal quarters with commas. If there are no stipulated hours, leave this field blank.)   |
| 68       | Leave Blank  |
| 69-84    | Enter ASD (example: 127,127,127,127 or 127x4 represents an ASD of 1.27 for 4 quarters. Do not use a decimal point.)  |
| 96       | Asterisk (designates file termination)   |

Sample: (Due to column limitations on this page, asterisks have been excluded)

|             |    |          |     |         |                 |
|-------------|----|----------|-----|---------|-----------------|
| paff016c    | fh | 27133ccb | 901 | 0,0,0,1 | 127x4           |
| 68,69,69,69 |    |          |     |         |                 |
| paff016c    | fh | 27130ccb | 911 | 0,0,0,0 | 800,750,700,600 |
|             |    |          |     |         | 129,130,131,132 |

## Attachment 2

**QUARTERLY FLYING HOUR EXECUTION REPORT FORMAT  
(RCS: HAF-XOO[Q]9409)**

**Prepare the report as follows:**

**Part I. Program Status**

BAC 301

|     |     |         |         |         |          |          |     |          |
|-----|-----|---------|---------|---------|----------|----------|-----|----------|
|     |     | PA      | Funded  | 1st Qtr | 2nd Qtr  | 3rd Qtr  | Cum | 4th Qtr  |
| PEC | MDS | Program | Program | Flown*  | Program* | Program* | Adj | Program* |

**Part II. Quarterly Adjustment Summary**

PEC    MDS    ADJUSTED HRS    AUTHORIZATION REFERENCE

**Part III. Summary of Contingency Hours Flown by MDS, PEC, and Operation supported. (If Applicable)**

**NOTE:**

\*Quarterly information displayed in the execution report represents either programmed data or actual hours flown. The title of the column should be changed accordingly.